



DEPARTMENT OF EDUCATION

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DR. MARILYN HOWARD
STATE SUPERINTENDENT
PUBLIC INSTRUCTION

Division of School Transportation

MEMORANDUM

TO: Superintendents, Business Managers, and Transportation Supervisors – District and Contractor

FROM: Lanette Daw, Finance Specialist, Student Transportation

DATE: March 24, 2006

SUBJECT: 2005 - 2006 School Bus Run Report and Inventory Odometer Report

The required 2005 - 2006 School Bus Run Reports and Inventory Odometer Reports (Excel format) are available for download at www.sde.state.id.us/finance/transport/forms.asp#Annual. Click on "Instructions for Completing Bus Run Report" or "Instructions for Completing Inventory/Odometer Report" for information and instructions to download the reports from a secure Web site. Both reports are due July 17, 2006, and are required prior to receiving pupil transportation reimbursement.

Information and instructions for the 2005 - 2006 Pupil Transportation Claim for Reimbursement and Certification Report will be sent to districts in July.

Recommendations for submitting completed school bus run and inventory odometer reports:

- Make any corrections in red font
- Electronic reports are required, submit to ADSalazar@sde.idaho.gov prior to July 17
- Keep copies of the reports for your records

Please contact us if you have questions:

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